

Inventory and Report of Assets

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Trustee/US Trustee**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Inventory and Report of Assets** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select moving party (Trustee).
 - ☐ Click **Next**.
- STEP 6.** A case verification screen displays.
- ☐ Click **Next** twice.
- STEP 7.** The **Docket Text: Final Text** screen displays.
- ☐ Confirm the docket text is correct.
 - ☐ Click **Next**.
- STEP 8.** The **Notice of Electronic Filing** screen displays.

Inventory and Report of No Assets

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.

- STEP 2.** Click on **Trustee/US Trustee**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Inventory and Report of No Assets** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select moving party (Trustee).
 - ☐ Click **Next**.
- STEP 6.** A case verification screen displays.
- ☐ Click **Next**.
- STEP 7.** Another case verification screen displays.
- ☐ Click **Next** twice.
- STEP 8.** The **Docket Text: Final Text** screen displays.
- ☐ Confirm the docket text is correct.
 - ☐ Click **Next**.
- STEP 9.** The **Notice of Electronic Filing** screen displays.

Inventory and Report of Undetermined Assets

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Trustee/US Trustee**.

STEP 3. The **Case Number** screen displays.

☐ Insert the case number using the YY-NNNNN format.

☐ Click **Next**.

STEP 4. Confirm the debtor(s) name and case number are correct.

☐ Select **Inventory and Report of Undetermined Assets** from the event list.

☐ Click **Next**.

STEP 5. The **Party Selection** screen displays.

☐ Select moving party (Trustee).

☐ Click **Next**.

STEP 6. A case verification screen displays.

☐ Click **Next**.

STEP 7. Another case verification screen displays.

☐ Click **Next**.

STEP 8. The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

STEP 9. The **Notice of Electronic Filing** screen displays.